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17 July 1952

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REPORT FOR THE WEEK OF 14 - 18 JULY

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To:

From:

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1. I made some informal contacts this week in OSI, ORR, OCD, and [ ] to start interest and thinking about the CIA Human Resources Program. I plan to follow up on this and to increase my contacts with key people throughout the Agency who might be particularly interested in this program. The program should begin to get under way by the middle of September.
2. The Personnel Office has advised me that the basic policy statement for the Personnel Evaluation Program is now in Colonel Baird's office and should receive Colonel White's consideration early next week. As soon as this basic policy statement is firm, I can commence the Office of Training's contribution to the Personnel Evaluation Program.
3. The I-AD's meeting scheduled for the 15th. was cancelled. If the meeting is held on the 22nd., I shall plan to present a discussion of the CIA Human Resources Program then. If not on the 22nd., probably later.
4. Since this is my first report to you, a few words about the Management Training Division, of which I am the chief -

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This Division consists of two branches: Executive, Administrative, and Supervisory Training Branch and the Clerical Training Branch. At present, I am the first branch and [ ] is the chief of the Clerical Training Branch. I have no other staff than [ ] and those who work with her in the Clerical Training Branch.

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As soon as we get the CIA Human Resources Program under way, it is expected that [ ] and I will be the staff of this program. That means a replacement for [ ] as chief of the Clerical Training Branch; we have been working on this recruitment problem for some weeks and seem to be making progress. I am not concerned with building up the staff of the Exec., Admin., and Sup. Training Branch until I can see more definite need in terms of firm program commitments.

My own time and energy from now until about the middle of November will be taken up with carrying out the training program to instruct approximately [ ] departmental personnel in the use of the Personnel Evaluation Report; with promoting the CIA Human Resources Program (general supervisory training); and with exploring the need and possibilities of administrative training concerned with the areas of money and materials.

25 YEAR RE-REVIEW